Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200051-9

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC-043

1. TITLE OF REPORT (If a fill-in report include Form No.)
Significant Events (Staff Meeting Notes)

2. TYPE OF REPORT: STATISTICAL | XX NARRATIVE | MACHINE-NAME LISTI

3. FUNCTIONAL AREA: PERSONNEL | TRAINING | XX ADMIN. GENERAL | LOGISTICS | SECURITY | OTHER (specify) | MEDICAL | FINANCE | XX COMMUNICATIONS

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Weekly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: YES | XX NO | IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: By direction of D/CO

10. PREPARING COMPONENT (include lowest level contributing information to report)
OC-CCD/CCL/COB/Sections

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach seperate sheet if necessary
None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
4-15	Average 10, Step 3 $ 5.57		10		$56.00		52		$2912.00
6	14.46		1		14.46		52		752.00
							TOTALS		$3664.00

B. COSTS OF COMPUTER PRODUCED REPORTS

							TOTAL COSTS PER YEAR		

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

y request of D/CO. Provide summary of significant events within OC uring each week. Selected items published as info